![Utah Division of Arts & Museums logo]

FY17 Arts Project B Grant Guidelines

DESCRIPTION

The purpose of **Arts Project Grants** is to enable organizations and groups to develop and provide arts-based projects for the general public. Although the Arts Project category is intentionally nimble and inclusive of a broad variety of projects, funding preference is given to the following types of projects (not listed in order):

- Projects that are innovative and not part of regular programming
- Projects that create impact within the broad community
- Projects that support underserved groups/populations
- Festivals and public events
- Projects that raise awareness of the public value of the arts

Examples of arts projects include:

- Festivals, exhibitions, concerts, creative place-making endeavors tied to community revitalization, or other innovative public presentations that advance the arts in a community or geographic region.

Deadline for Arts Project B: November 4, 2016
These projects must occur between January 1, 2017 and June 30, 2017. All Arts Project Grants are competitively reviewed. Organizations are not guaranteed funding from one year to the next.

Request range: $500 - $2,000

FUNDING ELIGIBILITY

Who Can Apply?
- Nonprofit organizations
- For-profit organizations that have an arts community outreach component/impact
- Projects or groups working under a [fiscal sponsor](#)
- Municipalities or government agencies
- Correctional/juvenile facilities
- Social service agencies
- Libraries or community centers

If previously funded by Utah Arts & Museums, applicant must have complied with final reporting requirements.

FUNDS may NOT be used for the following:

- Travel outside of Utah.
- Employee or applicant's time or personal gain, political advertising, lobbying expenses, for-profit ventures or fundraising expenses. Grant funds need to go toward specific project support, not annual organizational costs.
- Projects completed prior to application.
- Fundraising events or galas.
- Deficits.
- Activities restricted to an organization's membership.
- Prizes, awards, scholarships, competitions, fellowships, benefits or hospitality (food, refreshments) costs.
- Capital improvements, purchase, long-term lease of equipment or property, building renovation, maintenance of facilities, or capital expenditures.
- Indirect costs for facilities, administration, or other overhead beyond the federally approved *de minimis* rate of 10%.
- General operating support.
- Private lessons in the arts.

Division of Arts & Museums Grant Policies

- Organizations may only receive **one Utah Arts & Museums grant** per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- **Grants require a 1:1 cash match.**
- **Charitable Solicitations Permit:**
  Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization or not, you can read the law, or contact the Department of Consumer Protection. You may not upload your CSP **application.**
- Grant applications of up to $1,500, as long as there are no other fundraising activities, may be submitted without a CSP (matching funds, in this case, would need to come from applicant cash.)
- Funds from Arts Project B grants must be spent between January 1, 2017 and July 30, 2017 (FY17).
- Legislative Pass-Through/Direct Line Item Funding:
  The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.

  - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UA&M grant funding.

- o POPS, iSEE and State Museum Funding are not considered pass-through funding that is a duplication of funding by UA&M grants.
  - o Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UA&M funding in the same year that they receive legislative pass-through.
  - o Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UA&M competitive grants shall not be for similar activities.
  - o Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
  - o Organizations that receive pass-through funding for capital projects are eligible for UA&M funding.

- Grantees are required to file a final report online by August 1, 2017.
- Organizations must list their organization name and/or event information on Now Playing Utah.
- Grantees must give credit to the Division of Arts & Museums and the National Endowment for the Arts (NEA) in promotion, publicity, advertising, and programs.
- Grantees are required to write letters to their legislators regarding their grant award, and should plan to attend Arts Day on the Hill, February 14, 2017.
- Grantees must use **both** the most current UDAM and NEA logos in published materials and publicity. Logos and style guides are available on our website at artsandmuseums.utah.gov.
- All organizations applying for grants must have a DUNS number.

Educational Institution Eligibility
- Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the activities.
- Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum may not be funded by UDAM grants.
- Programming must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
- Institutions are limited to no more than one grant to the same academic department in any given fiscal year.

APPLICATION PROCESS

Deadline

A complete grant, with all attachments, must be submitted online by **Friday, November 4, 2016** at 5:00 p.m. MST.

If you have questions, please contact Racquel Cornali, Grants Coordinator (801.236.7541, rcornali@utah.gov) or Laurel Cannon Alder, Grants Manager (801.236.7550, lalder@utah.gov).

Funding Decisions

A panel of peers and community representatives review and score the applications based on the criteria in the guidelines. The process is overseen by a Utah Arts Council board member. Grant awards depend on the amount of funding requested, how the applicant scored in the review process (with attention paid to regional and rural distribution of state funds), and the amount of funding available. The Utah Arts & Museums Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent to successful applicants. Applicants must sign and return contracts before payment can be made.

Grants Open	September 13, 2016
Grants Close	November 4, 2016
Panel Review	November 2016
Board Approval	December 2016
Funding Notification	Late December 2016
Payment Disbursed	Mid-January 2017

GRANT PREPARATION & REVIEW CRITERIA

- **General Information**
  - What are the starting and ending dates of your project? (please note that any funds must be spent on activities that occur within the appropriate time frame as listed on the front page)
  - What is the legal designation of your organization?
  - If you are using a fiscal sponsor, what is the name of that organization?
  - What is your organization's mission?
  - Number of full-time employees
  - Number of part-time employees
  - Number of volunteers
  - Number of seasonal workers
  - Contact information
  - Federal Employer Identification Number (EIN)
  - DUNS number
  - Current copy of your Charitable Solicitations Permit or a PDF explaining your exemption. (Current permit must be uploaded; we cannot accept a copy of the CSP application. See note in "Funding Policies" if you are applying for $1,500 or less.)

Artistic Excellence (30%)

Artistic excellence demonstrates the organization's potential to create art that meets the highest standards of excellence, engage the public with diverse art forms; enable participants to acquire knowledge or skills in the arts; and/or strengthen communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience, and community.

Question We Ask:	What We're Looking For:
Provide a brief description of the project and how the grant funds will be used.	Assume the panel knows nothing about this project. Provide information about the project, your plans, and how it fits into your organization. Include in your answer how the grant award will be used if you are funded. (2,500-character maximum)
Describe the artistic merit and/or innovation of your project. Include in your description how you will assure high artistic excellence.	Remember, this is an arts grant! See definition above under "artistic excellence." As a state arts agency, we will be looking for projects with high artistic excellence. Why does your project merit receiving state art funds?
How will you evaluate the project's effectiveness/impact?	Provide information about your evaluation methods. The panel wants to know how you plan to evaluate your project, and, if this is a project that has been done previously, how you have implemented ideas from previous evaluations. The best applications will provide a combination of qualitative and quantitative methods, as well as the plan of how you will implement what you learn.
Please provide up to 3 active web link(s)/URLs for project work samples. If you do not have web links, then skip to the next question. (Do not provide more than 3 total samples of EITHER web links or uploads.)	Panelists expect that you will take this opportunity to prove the artistic merit of your work in a visual format. You can only submit 3 work samples for your project (links, uploads, or a combination of both). These samples should reflect the ideas, concepts, or quality of the proposed project. Make sure any links you submit work correctly and are as high-quality as possible.
If you do not have web link(s)/URLs, please upload up to 3 work samples here. Do not upload files if web link(s) exist. (Do not provide more than 3 total samples of EITHER web links or uploads.)	See above.

Community Involvement & Access (40%)
Community involvement demonstrates the organization's efforts to understand and serve its community; its efforts to be inclusive of individuals from all demographic backgrounds and physical and cognitive abilities; and the community's support of the organization.

Questions We Ask:	What We're Looking For:
Describe the community that will be served through this project.	We want to know that you understand whom you are serving, specifically: who makes up your community or communities? Help the panel members connect to your constituents. Talk about the demographics of this/these communities.
What value will the community receive from this project?	Discuss how your community will benefit from this project. What will this project provide to the community? Why will the community be engaged with or interested in this project?
Describe evidence of community support as demonstrated by partnerships and volunteer involvement.	Talk about any collaborations, partnerships, in-kind support, additional donors, or commitment from volunteers to this project. Show the panel that the community is aware of, and excited about, your proposed project through their involvement.
Describe how your organization engages with underserved populations whose access to arts experiences is limited (e.g., by geography, ethnicity, economics, etc.).	The panel will be looking for answers that show your organization is committed to engaging with different populations and audiences. This could include providing direct services, increased outreach, or inclusion in the planning stages of your programming for underserved populations.
Does your project comply with ADA and Section 504 accessibility requirements (accommodations for people with disabilities)?	This is a "Yes" or "No" question. Please click the link to read more about the requirement and whether your project complies.
How does your organization help people who are differently-abled have more meaningful access to your programming?	Think beyond just ADA compliance! Do you have large-print brochures or exhibit labels, do you provide listening devices for your performances? Do you engage with constituents who are differently-abled to hear their feedback and ideas?

Sound Management (30%)

Sound management demonstrates the organization's ability to carry out its proposed activities, including administrative support, resources involved, quality of planning, and plans for evaluation and improvement.

Questions We Ask:	What We're Looking For:
Please upload a screenshot of your event or organization listing on Now Playing Utah.	Think of Now Playing Utah as a free (required) marketing tool for your organization. You will need to add your event to Now Playing Utah and then upload a screenshot of this event.
Total Project Expenses (only include expenses related directly to the project you are applying for).	This text box only allows numbers. We want to know the total dollar amount for expenses related to your project, ex: $3,246. It is OK if the number is higher or lower than $2,500.
Total Project Income (only include income directly related to the project).	This text box only allows numbers. We are looking for the total dollar amount for income related to your project, ex: $5,874.
Total Project In-kind.	This text box only allows numbers. Here we want to know the total estimated dollar amount of in-kind goods or services related to your project. In-kind donations are donated goods or services that are not cash (but can have monetary value).
Total Organization Operating Budget.	The operating budget equals your organization's total expenses. This may be different than your project's total expenses. We want to know how this project fits into your larger organizational budget.
Upload your FY17 Arts Project Grant Budget Worksheet (found at artsandmuseums.utah.gov). Applications using a budget form other than the one available on the Utah Arts & Museums grants page will be considered incomplete and may be disqualified.	Follow the link and find the appropriate budget sheet for the Arts Project grant. Download this to your computer, update with your numbers, and upload the new file to this question. Be sure to include any/all anticipated (or actual) income or expenses for your proposed project! Keep a copy of this budget form for your records because you will need it for your final report, if funded.

CONTACT INFORMATION

Racquel Cornali, Grants Coordinator
617 East South Temple
Salt Lake City, UT 84102
801.236.7541 | rcornali@utah.gov

Laurel Cannon Alder, Grants Manager
617 East South Temple
Salt Lake City, UT 84102
801.236.7550 | lalder@utah.gov

Utah Division of
Arts & Museums
A DIVISION OF THE UTAH
DEPARTMENT OF HERITAGE & ARTS